

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: March 29, 2007

PAYROLL LETTER #07-007  
Civil Service Only

TO: All Agencies in the Uniform State Payroll System

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services Division

RE: **BONUS PAY FOR EMPLOYEES WHO SEPARATED EFFECTIVE JUNE 30, 2006**

The State Controller's Office recently received clarification from the Department of Personnel Administration (DPA) concerning the \$1,000 bonus payment that was authorized for various bargaining units. Specifically, employees who separated with an effective date of June 30, 2006 are eligible for the \$1,000 bonus. When the bonus payments were originally paid, an employee who was separated on or before June 30, 2006 was considered not eligible for the bonus and the payment was not issued.

Pursuant to DPA's clarification, departments should identify employees with a separation effective date of June 30, 2006 and who meet all the eligibility criteria per Bonus Pay Differential 328 or 335. For eligible employees, complete a Form STD. 674 as outlined in PPM Section G 105 and as follows.

- Enter the employee's position number as of 06/30/06 in Item 4.
- Enter "07/06" as the pay period, "GD" as the Earnings ID, and "\$1,000.00" as the gross in Item 6B.
- Note on the top of the completed Form STD. 674, attention "Premium Pay Unit".

Please direct questions regarding the above pay requests to the Premium Pay Unit at (916) 324-5309.

DS:JLD:PMAB